

Invitation to ETUI Education course

**To all organisations in Western European Countries
affiliated to the ETUC**

8 March 2011

**LANGUAGE AND COMMUNICATION COURSE IN ENGLISH FOR
EUROPEAN TRADE UNIONISTS (1152-022)
INTERMEDIATE LEVEL
21 – 28 May 2011
RADOVLJICA, SLOVENIA**

***“GETTING ACROSS YOUR MESSAGE IN ENGLISH IS A
CHALLENGING TASK!
THIS COURSE IS DESIGNED TO HELP YOU DO JUST THAT!”***

Dear Colleagues,

ETUI, in collaboration with the Slovenian Trade Union confederation ZSSS, invites **TRADE UNIONISTS INVOLVED AT AN INTERNATIONAL AND EUROPEAN LEVEL** to a **one-week intensive language and communication** course in Radovljica, Slovenia from 21-28 May 2011.

Course aims

- To acquire **communication techniques** to enable European Trade Unionists to get across their messages effectively in English.
- To bring together European trade union officers and by exchanging information, good practices and views about current trade union issues in these countries, to widen participants' perspectives of **trade unionism in Europe**.
- To further practise and **improve** on their level of English.

Methods and contents:

Based upon the principles of **active participation** and collaboration participants are involved in group work and projects. Particular attention is given to those micro-skills which are useful to trade unionists, such as participating in discussions and meetings, making oral presentations, etc. Materials used throughout the course will be relevant to the trade union context.

Themes covered may include the following:

- Trade union structures and organisation
- Collective bargaining
- Trade Union renewal
- Workplace issues
- Green Jobs
- The different roles of the Trade Unions in an international context

There will be **six hours** of formal tuition plus related activities on each of the six days of the course (apart from the days of arrival and departure) together with a wide range of **extra cultural activities** outside the training sessions.

The enclosed programme will give you an overview of the course contents.

Participants should already have at least an **intermediate** level of English. They should therefore **NOT** be beginners, and should already have sufficient English to be able to deal with varied daily tasks.

For information concerning enrolment see attached documents.

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat; Eva Berger, tel: +32 2 224 05 34, fax: +32 2 224 05 20, e-mail: eberger@etui.org.

Yours sincerely,

Georges Schnell
Director
ETUI Education

Enclosed: Course programme
Practical details
Enrolment form

PRACTICAL DETAILS

ENROLMENT

Enrolments must be made through the **contact person** in the relevant national confederation or European Industry Federation. Individual applications cannot be accepted. Each affiliate may send **two participants**. Additional participants will be placed on a waiting list. **Priority** is given to those members from Central and Eastern European countries. The number of participants is limited to 20. The definitive confirmation of the participants will be carried out by the team of trainers, bearing in mind the requirements for the target group.

We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of **women** in trade union activities.

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education secretariat (Eva Berger; eberger@etui.org) by **29th April 2011 at the very latest**.

DIAGNOSTIC TEST

In order to establish the level of the candidates, the contact person is asked to administer the Diagnostic test which can be obtained from the Secretariat of Education department of the ETUI. Please ensure that the test is carried out **strictly according to the instructions** so that the results are a reliable indicator of the level of the prospective participants. In addition, participants' levels of English will be assessed at the beginning of the course.

Participants are placed in the **appropriate group** according to the results of the Diagnostic Analysis (see below). Groups will not normally have more than ten participants.

PLEASE NOTE THAT THIS COURSE IS NOT FOR BEGINNERS. Participants should already have at least an **intermediate** level and able to deal with everyday English.

VENUE & ACCOMMODATION

SINDIKALNI IZOBRAŽEVALNI CENTER RADOVLJICA – SIC Telephone: +386 4 537-05-00

Gradnikova 1
Radovljica
Slovenia

Fax: +386 4 531-40-91
E-mail: sic@sindikat-zsss.si
Website: www.zsss.si

ARRIVAL & DEPARTURE

Participants are expected to arrive on Saturday, 21 May 2011 at Ljubljana Airport by 17.00 and to leave on Saturday 28 May 2011 after breakfast.

PAYMENT OF REGISTRATION

Organisations from Western Europe countries are required to pay a direct monetary contribution to ETUI Education to the value of **420€** per participant.

An invoice will be sent to the organisation upon confirmation of the enrolment.

We kindly ask you to pay this invoice before the start of the course.

It is essential that you mention in your payment order the number of the invoice and customer reference number.

REIMBURSEMENT OF TRAVEL AND ACCOMMODATION COSTS

Travel costs are not included.

Please do not book your flight until we confirm your participation.

Please note that the earlier you enrol, the earlier **ALL** the participants can book their flights and benefit from **low-cost fares**.

SERVICE PROVIDED

ETUI Education will provide the following:

- Tuition
- Accommodation in single room with private bathroom and toilet
- All meals
- Educational materials